

Checklist for a Series of Opinion Paragraphs

Name: _____

Reading

I have...

- ☐ read my sources carefully;
- ☐ used appropriate sources effectively;
- ☐ taken notes on key points.

Planning

I have...

- ☐ determined my opinion on the topic and considered my reasons for thinking this way;
- ☐ planned my response with rough notes.

Writing

I have...

- ☐ written a series of paragraphs in complete sentences;
- ☐ written an introductory paragraph that clearly presents my opinion; my opinion is my main idea;
- ☐ written at least three body paragraphs, including sufficient and relevant supporting details (proof, facts, examples, etc.) that explain and give reasons for my opinion;
- ☐ written a concluding paragraph that summarizes my opinion;
- ☐ shown an understanding of concepts;
- ☐ conveyed an effective tone through word choice and level of language;
- ☐ used connecting words and linking sentences;
- ☐ organized my ideas clearly so my reader can follow and understand my opinion.

Revising and Editing

I have...

- ☐ used the stages of the writing process to revise my work;
- ☐ created opinion paragraphs that will appeal to my audience;
- ☐ created opinion paragraphs that meet my purpose;
- ☐ checked my grammar, spelling, and punctuation;
- ☐ had a peer edit my work.

Producing

I have...

- ☐ neatly and clearly written or typed my final copy;

☐ chosen an appropriate title.